

ii. Instructions for Community Service and Awareness Event (15%)

This event should be held on or near Cesar Chavez Day, March 31, 2003. As described above, the event must include plans to engage K-12 youth, program sponsors, and the community in a community service project as well as a celebration and awareness event on the same day (celebration and awareness of Cesar E. Chavez and the service projects which have been done in his honor). As with the service-learning requirement, all programming must be linked to Cesar E. Chavez and the values, which defined his life.

Grantees must sponsor Community Service and Awareness Events for all of its K-12 participants, inclusive of all geographic locations. For instance, if the administrative nucleus of a program is Oakland, but there are additional sites in Los Angeles, Santa Ana, Fresno, and San Diego, each site must coordinate and carry out a community service and awareness event. Please address the following points for the community service and awareness section of your narrative:

- Describe the day, time, and location(s) of your community service and awareness event.
- Provide a timeline for the design and implementation of community service and awareness event.
- Describe how K-12 youth will assist in planning the event.
- Describe the community service youth and the community will perform at your event.
- Describe the awareness activities in which K-12 youth and community members will participate.
- Describe how activities will increase awareness of life and work of Cesar E. Chavez.
- Describe the anticipated outcomes of the proposed community service and awareness activities.
- Describe how the values and principles of Cesar E. Chavez will be integrated into service and awareness activities.
- Describe outreach and communications activities related to proposed event.

iii. Instructions for Community Partnerships (15%)

Applicants must submit the completed partnership form below. Following grant selections, grantees will be required to enter their partnerships into an Internet database. Critical to any partnership is a high level of communication. Applicants are therefore encouraged to detail in their proposal how ongoing communication with partners will occur throughout the grant period. To complete the partnership section of the narrative, please respond to the following:

- Describe the process by which the partnership came together to design the proposed project.
- Describe the role each partner organization will play, including responsibilities related to the design and implementation of project activities.



- Describe the organization of the partnership and administrative mechanisms in place that will ensure a high level of communication
- Describe how decisions are (will be) made in the partnership
- Describe the means for conflict resolution in the partnership
- Describe staff support for partnership activities
- If applicable (i.e. multiple projects and/or project sites are proposed), include details about how communication will occur between sites, about different projects, and how oversight of the general grant activities will occur
- Describe outreach efforts that will be used to gain additional community support for the project(s)

iv. Instruction for Budget (10%)

This grant funds on a reimbursement basis. Grantees are therefore expected to possess capacity to front load costs and invoice GO SERV for reimbursement after expenses are incurred. There is NO MATCH fund requirement for this grant. However, grantees are encouraged to document contributions leveraged from community partners as this demonstrates community support for project plans. For your written budget narrative, please address the following:

- How does the proposed budget reflect program goals and design?
- Provide justification for any unusual requests or those related to curriculum adaptation, educational resource development, large-scale improvement projects, or multiple service and awareness events, etc.
- What additional resources will your partnership secure to support project activities?
- Describe the fiscal management processes that will be employed to monitor accounts and expenses, i.e. fiscal management manual of policies and procedures.
- For proposals with multiple geographic locations and/or multiple sites, describe the method of monitoring allowable and unallowable expenses.
- For proposals with multiple geographic locations and/or multiple sites, describe how the budget was developed taking into consideration different sites.



VIII. Forms

The following forms must be completed and attached to your application. If you have any questions on how to complete these forms, consult the Chavez Day website, or call the GO SERV office. For the Title Page or Partner Form, please contact the Cesar Chavez Day Program Coordinator at (916) 322-4446, and for fiscal forms contact the Contracts Assistant at (916) 323-3226. All forms, including the Budget Form or Budget Narrative, which are available in Microsoft Excel format, may be downloaded at the Chavez Day website.

- **Title Page:** When completing the title page form please be sure to enter the correct legal applicant affiliation. Also, make sure to include contact information for the program coordinator who will administer the grant in its day-to-day operations. If necessary, attach to the Title Page additional names and contact information.
- **Partner Form:** When entering partners, only include names of organizations that have agreed to support your proposal. Also, DO NOT make multiple entries for one organization. There is no need, for instance, to enter ten names in ten different columns for the same organization.
- **Budget Form and Budget Narrative:** The Budget Form summarizes the subtotals from each section of the Budget Narrative. Please make sure these numbers match. Also, make sure the totals in Part A and Part B of the Budget Form match. Finally, note that the Indirect Costs are 5% of Total Direct Cost, which represents the budget subtotal, NOT the total amount. The “mandatory training” referenced in the timeline requires the inclusion of a budget line item of \$2,000 in the “training” section of the budget. This will cover the cost of the training, and travel and lodging for up to two people. Make sure also to incorporate the cost of one-million dollars of liability insurance into your budget, which will cover your programming activities during the six month contract period.

The budget should be sufficient to perform the tasks described in the proposed narrative. Do not include unexplained amounts for miscellaneous or contingency costs. Round all figures to the nearest dollar. When completing the Budget Form and Budget Narrative, it is easiest to complete the Budget Narrative first because the Excel spreadsheet provided will automatically link the totals to the Budget Form. Indirect administrative costs cannot exceed 5 percent of the total direct costs. These are centralized expenses of the program administration. Indirect administration does not include costs of the program coordinator. Applicants should budget accordingly. Errors in budget calculations for funded programs will result in delays in the contracting process. Detailed instructions on completing the budget section follow.

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Thank you for your time, effort, and interest in applying for a Cesar Chavez Day of Service and Learning grant. GO SERV realizes the tremendous effort that goes into completing the RFP. While this is not an easy task, the goals of youth development, community awareness, and community partnerships through the Cesar Chavez Day of Service and Learning are goals worthy of this effort. GO SERV appreciates your work in this effort and wishes you good luck in completing the RFP.



